



**Administration for Children and Families**

Administration for Native Americans

Social and Economic Development Strategies -SEDS

HHS-2011-ACF-ANA-NA-0143

Application Due Date: 06/06/2013

Social and Economic Development Strategies -SEDS

HHS-2011-ACF-ANA-NA-0143

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**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Administration for Native Americans  
**Funding Opportunity Title:** Social and Economic Development Strategies -SEDS  
**Announcement Type:** Modification  
**Funding Opportunity Number:** HHS-2011-ACF-ANA-NA-0143  
**Primary CFDA Number:** 93.612

**Due Date for Applications:**  
06/06/2013

## Executive Summary

### Notices:

- On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.grants.gov](http://www.grants.gov) for discretionary grant applications. Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.
- This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.

The application package for this FOA has been modified and now includes the correct form for the Project Abstract Summary (OMB Number 0980-0204). If you downloaded the application package prior to May 9, 2013 with Project Abstract (OMB Number 4040-0003), you must download a new application package to prevent validation errors during application submission.

This announcement has been modified. The application due date has changed to June 6, 2013 as shown in the *Overview* and *Section IV.3 Submission Date and Times*. The estimated total funding has changed to \$4,500,000. The average award amount has changed to \$225,000 and 20 awards are expected to be funded. To review the changes made to this FOA, please review the Notice of Public Comment located at the following link: <https://www.federalregister.gov/articles/2013/02/26/https://www.federalregister.gov/articles/2013/02/26/2013-04383/request-for-public-comment-on-the-proposed-adoption-of-administration-for-native-americans-program>. To review the Notice of Final Issuance, please refer to ANA's website at the following link: <http://www.acf.hhs.gov/programs/ana>.

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of Fiscal Year (FY) 2013 funds for community-based projects for the Social and Economic Development Strategies (SEDS) program. The purpose of ANA grant funding is to support Native communities in their efforts to be self-determining, healthy, culturally and linguistically vibrant, and economically self-sufficient. For the purposes of this announcement, Native communities include American Indian tribes (federally-recognized and non-federally recognized), Alaska Natives, Native Hawaiians, and Native American Pacific Islanders from American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. ANA also funds tribal and native-based non-profit organizations that serve these populations. The SEDS program provides funding for projects that promote sustainable local economies, and programs and services that safeguard the cultural vitality, health, and well-being of Native Americans.

## I. Funding Opportunity Description

## **Statutory Authority**

This program is authorized under Section 803(a) of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b.

## **Description**

The SEDS program supports the principle that social and economic development are inter-related and essential for the development of self-determining, healthy, culturally and linguistically vibrant, and economically self-sufficient Native American communities. This Funding Opportunity Announcement (FOA) is focused on community-driven projects designed to grow local economies, strengthen Native American families, including the preservation of Native American cultures, and decrease the high rate of current challenges caused by the lack of community-based businesses, and social and economic infrastructure.

## **Administrative Policies**

### ***Required Governing Body Documentation***

All applicants must submit documentation, such as a Board Resolution, demonstrating that the governing body of the organization approves the application's submission to ANA for the current grant competition period. In addition, if the applicant is a tribally-authorized component or division, the applicant must also include a Resolution demonstrating that the governing body of the tribe approves the application's submission to ANA for the current competition period. All Resolutions must be signed and dated by an official of the governing body. In lieu of a Resolution, meeting minutes from the governing body and/or a letter from the current tribal leader may be acceptable forms of documentation if that is more appropriate to that tribal government structure. This documentation should be included with the application's submission to ANA. Project funds will not be awarded without ANA's receipt of signed and dated documentation prior to the start of the project period.

### ***Limitation on the Number of Awards under a single CFDA Number***

Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number.

### ***Limitation on the Number of Awards based on Two Consecutive Funding Cycles***

ANA will maximize the reach of its limited funding. Therefore, applicants that have received funding from ANA for at least two consecutive projects within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past three years are within the scoring range to be funded.

### ***Required Grantee Travel and Attendance at Post-Award Meetings***

Grantees are required to attend Post Award Training during the first year of their ANA award, and to attend an annual ANA Grantee Meeting during each year of their ANA award. Therefore, applicants are required to include appropriate travel costs in the proposed project budget to attend Post Award Training in year one, and the annual ANA Grantee meeting in each year of the proposed project. Also, participation and attendance at Post Award Training in year one and the annual ANA Grantee Meeting should be included as activities in the project's Objective Work Plan (OWP). See *Section IV.2. Content and Form of Application Submission, Project Budget, and Budget Description* for specific travel costs that should be included to attend Post Award Training, which is held in the grantee's region, and the ANA Grantee Meeting, which is usually held in Washington, D.C.

### ***Conflict of Interest Standards***

Under the standard terms and conditions for discretionary HHS awards (Grants Policy Statement, page II-7 at <https://www.acf.hhs.gov/grants/terms-and-conditions>), grant recipients are required to establish safeguards to prevent employees, consultants, members of governing bodies and others who may be involved in grant-supported activities from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. Therefore, staff employed through an ANA-funded project cannot also serve as a member of the governing body for the applicant organization. During the award negotiation phase, ANA will ask the prospective recipient to modify project personnel if a proposed staff member is also a member of the applicant organization's governing body. In addition, there should be a separation of duties between staff and the governing body within an organization to ensure the integrity of internal controls and to minimize disruptions in the continuity of operations.

### ***Required Leveraged Resources and Partnerships***

Applicants are required to identify a target amount of leveraged resources (a target of zero is acceptable) and a target number of partnerships. The value of the targets will not be evaluated and scored; however, the contributions from leveraged resources and partnerships within the overall strategy of project implementation and sustainability are included in the evaluation criteria. Grantees will be required to track these indicators quarterly throughout the project period. Leveraged resources are in addition to the statutory matching requirement of 20 percent and are not a requirement of this grant.

## Definitions

Program specific terms and concepts in this Funding Opportunity Announcement are based on the following definitions:

*Authorized Organizational Representative:* The individual, named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

*Board Resolution:* A current, signed and dated document reflecting a formal decision voted on by the applicant's official governing body in support of the project for the entire project period. The Resolution must indicate who is authorized to sign documents and negotiate on behalf of the tribe or organization. The Resolution should indicate that the community was involved in the project planning process, and indicate the specific dollar amount of any eligible matching funds (if applicable).

*Budget Period:* The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as "incremental funding." The budget period also is the "period of availability of funding" as specified in 45 C.F.R. Part 74 and Part 92.

*CFDA:* The Catalog of Federal Domestic Assistance (CFDA) is a comprehensive listing of all federal programs available to: state and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

*Construction:* Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads). Please note construction costs are not allowable under this funding opportunity.

*Contingency Plan:* A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

*Core Administration:* Salaries and other expenses for those functions that support the applicant organization as a whole or for purposes that are not related to the actual management or implementation of the ANA-funded project.

*Federal Share:* Financial assistance provided by ANA in the amount of 80 percent of the approved costs of the project. The Commissioner of ANA may approve assistance in excess of such percentage if such action is in furtherance of the purposes of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b. See Section III.2. Cost Sharing or Matching for additional information on approvals of federal Share in excess of 80 percent.

*Governing Body:* A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected officials, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

*Impact Indicator:* A quantitative measure used to monitor a project's progress in achieving its intended outcomes and impact. An impact indicator should identify the extent to which a project's overall desired outcome was achieved and should describe how the conditions discussed in the Need for Assistance were changed as a result of the project. For example, a project focused on language revitalization would likely use the number of fluent speakers in the community as an impact indicator.

*In-kind:* The value of non-cash contributions directly benefiting a grant-supported project or program and that are provided by non-federal third parties without charge to the recipient, the subrecipient, or a cost-type contractor under a grant or subaward. In-kind contributions may be in the form of real property, equipment, supplies or other expendable property, or goods and services directly benefiting and specifically identifiable to the project or program.

*Interoperability:* Collaborative administration or information sharing that integrates the efforts of individual programs, projects, and/or departments with one another in order to strengthen programs and provide coordinated, comprehensive services.

*Leveraged Resources:* Any resource not including the federal share, non-federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project. Please note leveraged resources should not be identified in the budget or budget justification.

*Loan Capital:* Refers to monies derived from grant funds that are used to make loans to individuals or business entities or to establish revolving or other loan accounts or funds.

*Objective:* A statement of the specific outcomes or results to be achieved within the project period and which directly contribute to the achievement of the project goal(s) and support the community's long-range goals.

*Objective Work Plan (OWP):* The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities.

*Problem Statement:* A clear and concise description of the condition or issue that will be addressed by the project.

*Program Income:* Gross income earned by a recipient and/or subrecipient that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes (but is not limited to) income from fees for services

performed, the use or rental of real or personal property acquired with federal funds, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

*Project Goal:* The purpose or specific result expected to be achieved through completion of the project objectives and activities.

*Project Period:* The total time for which federal support has been programmatically approved as shown in the Notice of Award; however, it does not constitute a commitment by the federal government to fund the entire period.

*Real Property:* Land, including land improvements, structures, and appurtenances thereto, but excluding movable machinery and equipment.

*Renovation or Alteration:* Work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be more effectively used for its current designated purpose or adapted to an alternative use to meet a programmatic requirement. A minor renovation or alteration is distinguished from construction and major renovations; it must not exceed the lesser of \$150,000 or 25 percent of total direct costs approved for the entire project period and must be essential for the project.

*S.M.A.R.T. Criteria:* This acronym describes five essential characteristics of an effective project objective:

- Specific – Objective should clearly state who will complete them, where activities will take place, and what will be accomplished
- Measurable – Objective should have quantifiable outcomes
- Achievable – Objective should be realistic and feasible
- Relevant/Results Oriented – Objective should be appropriate to the community being served and produce meaningful results
- Time-bound – Objective should clearly indicate when all activities and results will be completed

## **Purpose**

Grant awards made under this FOA are for projects that promote economic and social self sufficiency for American Indian tribes (federally-recognized and non-federally recognized), Alaska Natives, Native Hawaiians, and Native American Pacific Islanders from American Samoa, Guam, and Commonwealth of the Northern Mariana Islands. ANA also funds tribal and native-based non-profit organizations that serve these populations. ANA is particularly interested in community-driven projects designed to grow local economies, strengthen Native American families, and decrease the high rate of current challenges caused by the lack of community-based businesses, and social and economic infrastructure. ANA is interested in funding projects recently identified by the community as being a priority.

## **Program Areas of Interest**

The following is a list of ANA's program areas of interest for this FOA; however, funding is not limited to the following:

*Social Development:* Investing in human and social capital to support the needs of Native Americans while incorporating culturally appropriate activities to achieve the self-determined goals of tribes, native communities, and Alaska Native villages.

*Human Services:* Improving the delivery of social services that promote the well-being of families, children, individuals, and communities.

*Asset Building:* Increasing availability of effective financial education and other asset-building strategies for individuals and families.

*Community Living:* Developing and coordinating services to assist people with disabilities by helping them reach their maximum potential through increased independence, productivity, and integration within the community.

*Early Childhood Development:* Supporting stable and high quality childhood education programs, creating early childhood education jobs, and improving community-wide planning and coordination of early childhood programs.

*Youth Development:* Improving the well-being of youth through life-skills training, workforce development training, mentoring programs, substance abuse programs, and preventing pregnancies, suicides, and juvenile crime.

*Community Health:* Promoting improved access to care and quality of care through coordinated local and regional approaches, expanding access to healthy food, and supporting environmental health.

*Arts and Culture:* Developing or enhancing activities that promote, preserve, or restore native culture and arts.

*Safety and Security:* Developing or enhancing community-based initiatives to protect the community from external threats and reduce insecurity, violence, and crime.

*Nutrition and Fitness:* Promoting increased knowledge and participation in activities that promote healthy foods, active lifestyles, the reduction of obesity, and other healthy-living habits.

*Strengthening Families:* Incorporating culturally relevant strategies to strengthen families and promote family preservation, responsible parenting, and healthy relationship skills; and foster the well-being of children.

*Responsible Fatherhood:* Supporting responsible fatherhood through activities such as counseling, mentoring, marriage education, enhancing relationship skills, parenting, and activities to foster economic stability.

*Suicide Prevention:* Promoting safety, resilience, and protective factors necessary to foster mental health and reduce incidences of suicide and suicidal ideation.

*Human Trafficking:* Working to identify, report, and prevent human trafficking, and providing outreach and services for victims.

*Economic Development:* Promoting the physical, commercial, technological, industrial, and agricultural components necessary for a sustainable local economy. For additional funding opportunities addressing job growth and economic development in native communities, please see the HHS Grants Forecast for ANA's upcoming Sustainable Employment & Economic Development Strategies (SEEDS) Funding Opportunity Announcement [here](#).

*Economic Stability:* Conducting the necessary planning and/or research to support achievement of long-range economic development goals. Examples may include establishing a separate division to administer economic development programs or performing gap or value-added analyses to identify strengths and weaknesses in the local economy. Strengthening an organization's capacity to deliver programs that promote economic development and security.

*Infrastructure:* Developing infrastructure (transportation, communication, distribution networks, financial institutions, technology, etc.) to support the local workforce and make business activity possible.

*Subsistence:* Enhancing subsistence and agricultural activities to retain or revitalize traditional native food sources and practices.

*Governance:* Increasing the ability of tribal and Alaska Native village governments to exercise local control and decision-making, and to develop and enforce laws, regulations, codes, and policies that reflect and promote the interests of community members.

*Federal Recognition:* Offering one-time support to tribes during any stage in the process of seeking federal recognition.

*Emergency Preparedness:* Planning and coordinating emergency response services within the community and with state and local governments to protect against acts of nature and other catastrophic events such as fire, floods, and hazardous material exposure.

*Interoperability:* Promoting program coordination among human and social service programs for native communities to strengthen the programs they provide to their children, youth, and families.

*Comprehensive Strategies:* Developing comprehensive intergovernmental strategies involving tribal, state, and federal governments to meet the needs of community members.

*Self-Governance:* Building the capacity and infrastructure to enter into self-governance compacts.

*Leadership Skills:* Enriching and strengthening the management of tribal governments, governing boards, and tribally owned companies.

*Technology Infrastructure:* Establishing and implementing information management systems for effective and efficient administration of tribal governments and governing boards.

*Regulatory Development:* Developing or amending tribal constitutions, by-laws and codes, and council or executive branch policies and procedures to improve the regulatory, judicial, and administrative infrastructure of tribal and village governments; support and enforce business and investment transactions, contracts, and property rights; address family welfare issues; and enhance utility and communication infrastructure.

*ACF Program Support:* Strengthened infrastructure and increased capacity for tribal governments and governing boards to operate various ACF programs.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$4,500,000
Expected Number of Awards:	20
Award Ceiling:	\$400,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$225,000 Per Budget Period

### Length of Project Periods:

12-month project and budget period,  
24-month project with two 12-month budget periods,  
36-month project with three 12-month budget periods

#### **Additional Information on Awards:**

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

This Funding Opportunity Announcement has two funding levels. Applications will be processed and reviewed according to funding level to support competition among projects of similar scale (see *Sections V.1. Criteria and V.2. Review and Selection Process* for more information).

Funding levels will be classified as follows:

#### **Funding Level I**

\$50,000 - \$149,999

#### **Funding Level II**

\$150,000 - \$400,000

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

### **III. Eligibility Information**

#### **III.1. Eligible Applicants**

Eligible applicants include:

- Federally-recognized Indian Tribes, as recognized by the Bureau of Indian Affairs;
- Incorporated non-federally recognized Tribes;
- Incorporated state-recognized Indian Tribes;
- Consortia of Indian Tribes;
- Incorporated nonprofit multi-purpose community-based Indian organizations;
- Urban Indian Centers;
- Alaska Native villages as defined in the Alaska Native Claims Settlement Act (ANSCA) and/or nonprofit village consortia;
- Nonprofit native organizations in Alaska with village specific projects;
- Incorporated non-profit Alaska Native multi-purpose, community-based organizations;
- Non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects;
- Non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs;
- Public and nonprofit private agencies serving Native Hawaiians;
- National or regional incorporated nonprofit Native American organizations with Native American community-specific objectives;
- Public and nonprofit private agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands;
- Tribal Colleges and Universities, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands which serve Native American Pacific Islanders.

Please refer to *Section III.3 Other* and *Section IV.2 Additional Eligibility Documentation* for additional eligibility requirements.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with **42 U.S.C. 2991b(b)**.

Grantees must provide at least **20** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$400,000.00** in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least **\$100,000.00**, which is **20** percent of total approved project cost of **\$500,000.00**.

**Note:** Grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications, even when the projected non-federal commitment exceeds the required amount of matching or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of federal funds. However, lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Applicants may request a waiver of the requirement for a 20 percent non-Federal matching share. Requests must be submitted in accordance with 45 C.F.R. 1336.50(b)(3):

*(3) Criteria. Both of the following criteria must be met for an applicant to be eligible for a waiver of the non-Federal matching requirement:*

- (i) Applicant lacks the available resources to meet part or all of the non-Federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.*
- (ii) Applicant can document that reasonable efforts to obtain cash or in-kind contributions for the purposes of the project from third parties have been unsuccessful. Evidence of such efforts can include letters from possible sources of funding indicating that the requested resources are not available for that project. The requests must be appropriate to the source in terms of project purpose, applicant eligibility, and reasonableness of the request.*

For inquiries about the waiver application, contact your regional technical assistance provider. Refer to *Section VIII. Reference Websites*, for the contact information.

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

### III.3. Other

#### DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS number ([www.dnb.com](http://www.dnb.com)) and be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an

- application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

### **Ineligible Projects**

Under ANA Regulations at 45 C.F.R. 1336.33 "Eligible applicants and proposed activities which are ineligible," the following will be ineligible for funding:

Projects for which a grantee would provide training and technical assistance to other tribes or Native American organizations that are eligible to apply for ANA funding,

Projects that require funding for feasibility studies, business plans, marketing plans, or written materials, such as manuals, that are not an essential part of the applicant's long-range development plan,

Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project,

The support of ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery programs,

Projects that do not further the three interrelated ANA goals of Economic Development, Social Development and Cultural Preservation,

Proposals from consortia of tribes that are not specific with regard to support from, and roles of, member tribes. An application from a consortium must have goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of tribes which duplicates activities for which member tribes also receive funding from ANA, and

The purchase of real estate. (Statutory authority: Sections 803B of the Native American Programs Act of 1974, as amended, 42 U.S.C. 2991b-2).

### **APPLICATION DISQUALIFICATION FACTORS**

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

#### **Award Ceiling Disqualification**

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

#### **Application Submission Disqualifications**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.** See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. *Content and Form of Application Submission.*

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

### **Board Documentation**

*This disqualification factor applies only to applicants that are not tribes or Native Alaska villages.* Organizations applying for funding must show that a majority of board members are representative of the community to be served. Applicants must submit documentation that identifies each board member by name and indicates his/her affiliation or relationship to at least one of ANA's four categories of community representation, which include: (1) members of federally or state recognized tribes; (2) persons eligible to be a participant in, or beneficiary of, the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with that community; or (4) persons considered to be Native American as defined in 45 C.F.R. § 1336.10 and Native American Pacific Islanders as defined in the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

### **Only One Active Award Per CFDA**

*This disqualification factor applies to all types of eligible applicants.* Organizations can have no more than one active award per CFDA number for an ANA program at any given time. Therefore, organizations that have a current ANA grant that is eligible for a Non Competing Continuation (NCC) award which: A) will go beyond the start date of the possible new award, and B) was awarded under the same CFDA number as this FOA, will not have their applications considered for the competition. This disqualification factor is based on the administrative policy that prohibits grantees from having more than one active grant per CFDA number. This disqualification factor does not apply to organizations eligible for an NCC award for the continuation of an ANA grant made under a different CFDA number (funding opportunity announcement).

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

ANA Help Desk

U.S. Department of Health and Human Services

Administration for Children and Families

Administration for Native Americans

Aerospace Center - 370 L'Enfant Promenade, SW.

2nd Floor - West

Washington, DC 20447

Phone: (877) 922-9262

Fax: (202) 690-7441

Email: [anacomments@acf.hhs.gov](mailto:anacomments@acf.hhs.gov)

URL: [www.acf.hhs.gov/programs/ana](http://www.acf.hhs.gov/programs/ana)

### **Electronic Application Submission:**

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms>. See Section IV.2. *Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):** Available at

the [Grants.gov Forms Repository](http://www.Grants.gov) website and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **Section IV.2. Content and Form of Application Submission**

### **FORMATTING ACF APPLICATIONS**

#### **FOR ALL ACF APPLICATIONS:**

##### **Authorized Organizational Representative (AOR)**

The AOR is an individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards. Each applicant must designate an AOR.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

##### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

##### **Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.**

##### **Accepted Font Styles:**

All applicants must use 12-point font in Times New Roman (TNR).

##### **Page Limitations for Application Submissions**

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

**All applications must be double-spaced and in Times New Roman, 12-point font.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and then compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

##### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

##### **Signatures**

Applicants submitting electronic applications must follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov)

The original of a paper format application must include original signatures.

### Accepted Application Format

With the exception of the required Standard Forms and OMB-approved forms, all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins all around. **The Project Description and Appendices files must be numbered separately.** The font size on any scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

### Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

### ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

### Application Upload Requirements

**Each applicant is required to upload ONLY two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations for each, are listed later in this section.

To adhere to the two file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on 'Applicant Resources' on the far left side of the home page, and then by following the link to 'Download Software' near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=IOly0HwXPpA>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov)**

Limit file names to 50 characters and do not use special characters (example: &, -, \*, %, /, #) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore ( \_ ) may be used to separate a file name.

**Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

**FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

**Signatures**

An original signature of the AOR is required only on the original copy of paper format application submissions. A point of contact on matters involving the application must be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

**Format Requirements for Paper Applications**

All application materials must be submitted on 8 1/2" x 11" white paper with 1-inch margins. Applications must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. All application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available later in this formatting section.

**Addresses for Submission of Paper Applications**

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

**Page Limitations and Content of the Application for All Submission Formats:**

Applications submitted to ANA must adhere to a 150 page limit.

ANA will implement a total page limit of 150 pages for applications submitted in response to the FOA. The page limitation excludes a Business Plan (if applicable) and the required forms, assurances, and certifications listed under *Section IV.2, Content and Form of Application Submission*. Applications that exceed the page limits will have excess pages removed prior to the application's panel review.

ACF requires applicants to only upload two files (project description narrative and appendices). Below are the required and other documents that should be submitted under each file.

**Project Description Narrative (File 1):**

- Table of Contents
- Project Narrative (Objectives and Need for Assistance, Outcomes Expected, and Project Approach, including the Sustainability Plan, Geographic Location, Organizational Capacity and the Plan for Oversight of Federal Award Funds)
- Budget and Budget Justification, including travel to required ANA trainings and meetings

**Appendices (File 2):**

- Required Governing Body Documentation
- Board Documentation, if applicable
- Proof of Non-profit Status, if applicable
- Commitment of Non-federal resources
- Job Descriptions
- Resumes
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third Party Agreements, if applicable
- Business Plan\*, if applicable
- Other attachments if necessary

All required forms, assurances and certifications including the OMB-approved Abstract and OWP forms are uploaded separately from the Project Description and Appendices files. These forms must be completed at Grants.gov and are not included in the page limits. See *Section IV.2. Content and Form of Application Submissions, Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications. ANA will adhere to the page limits as stated above. Excess pages over the 150 page limit will be removed from the application and not included in the panel review process.

\*Business plans are excluded from the page limits.

### **Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Survey on Ensuring Equal Opportunity for Applicants	<b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
Maintenance of Effort (MOE) Certification	An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https:// www.acf. hhs. gov/ grants-forms</a> . Submission required for all	Required for all applications.

	applicants.	
Certification of Filing and Payment of Federal Taxes	<p>Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect:</p> <p>Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee <b>certifies in writing to the agency awarding the contract or grant</b> that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added]</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration..	<p>A DUNS number is required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov.dnb.com/ webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining a DUNS number and registration at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>
Project Abstract Form(OMB Control Number 0980-0204)	<p>Submission required for all applicants by the application due date.</p>	<p>Required for all applications.</p> <p>Found at the Grants.gov Forms Repository at: <a href="http://apply07.grants.gov/apply/forms/sample/Project_AbstractSummary-V1.1.pdf">http://apply07.grants.gov/apply/forms/sample/Project_AbstractSummary-V1.1.pdf</a></p>

SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is due at the time of application.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Objective Work Plan (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.  Please review the Grants.gov package instructions for information on how to fill out the Objective Work Plan form. You can also access the instructions at the following link: <a href="http://www.acf.hhs.gov/programs/ana/resource/objective-work-plan">http://www.acf.hhs.gov/programs/ana/resource/objective-work-plan</a>
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.

### Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## The Project Description

### Part I: The Project Description Overview

## **Purpose**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

## **General Expectations and Instructions**

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

## **Part II: General Instructions for Preparing a Full Project Description**

### **Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

### **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

### **Outcomes Expected**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Funding Opportunity Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

In this section, please identify the overall goal of the project and the outcomes expected. Accomplishment of the project goal should yield the expected outcomes and address the problem statement identified in the Objectives and Need for Assistance.

Please specify what the project will accomplish by discussing three types of achievements: Results, Benefits, and Impact. This section of the application should identify achievement targets and describe how these achievements will be monitored and assessed for completion.

**Results** consist of the activities completed and/or materials produced by the project, often referred to as ‘outputs.’

Examples of project results may include: community members attending financial literacy courses; workshops conducted on healthy communication strategies for families; or the establishment of an after-school language program for tribal youth.

Applicants are required to identify Criteria for Evaluating Results in their Objective Work Plan. Monitoring results often requires identifying a target number for each result, and documenting benchmarks or achievement of the target number. The above examples could be measured by the number of participants on sign-in sheets at the financial literacy courses, communication workshops, and language classes.

**Benefits** refer to the positive changes that are derived from achieving the project’s results, and should typically contribute to an improvement in conditions outlined in the problem statement. This section should identify target beneficiaries and state the benefits that will be achieved, i.e. whose lives have changed and how their well-being has increased. In keeping

with the examples above, benefits may include: community members increasing their knowledge and ability to manage personal finances; families developing and maintaining healthier communication styles; or tribal youth developing native language proficiency.

Applicants are required to identify Criteria for Evaluating Benefits in their Objective Work Plan. Monitoring benefits often requires determining an effective unit of measurement, establishing an initial baseline, and comparing changes in that measurement to assess progress. For the financial literacy courses and language program, this could be a measurable increase in knowledge demonstrated on pre/post tests, and for the communication workshops it could be the number of families who report on a questionnaire that they have healthier communication dynamics.

Please note that results and benefits – as well as criteria for evaluating results and benefits – must also be noted on the Objective Work Plan in the appropriate fields.

**Impact** refers to the overall positive change that will occur as a result of the project. This section should identify target beneficiaries and describe how their lives will be improved, and should directly address the problem statement identified in the Need for Assistance. To continue with the examples described above, impacts may include: a greater number of community members or families achieving financial security; a decrease in the number of separations or divorces among families in the community, i.e. fewer single parent households; or an increased number of tribal youth who attain a degree of fluency in their native language.

### Impact Indicator

In addition to using specific criteria to evaluate completion of project results and benefits, ANA requires a project’s impact to be monitored through an impact indicator. An impact indicator is a quantitative measure used to monitor a project’s progress in achieving its intended outcomes and impact. An impact indicator should identify the extent to which a project’s overall desired outcome was achieved and should describe how the conditions discussed in the Need for Assistance were changed as a result of the project. For example, a project focused on revitalizing a native language among tribal youth would likely use the overall number of tribal youth possessing a specified level of fluency in their native language as the project’s impact indicator. In this example, an applicant must also indicate the desired level of fluency for participants (e.g. beginner, intermediate, etc.) as well as the means of measuring fluency (e.g. pre/post tests, oral evaluations by Tribal Elders, etc.).

The purpose of the impact indicator is to measure changes related to the problem that the project seeks to address. In order to understand a project’s impact, an initial data point (measurement) must be identified as a baseline and a second data point must be identified as a target for the end of project implementation. Additionally, ANA works to fund projects that will have sustainable outcomes and continued benefits for communities, therefore it is important for applicants to consider how the desired impact will be maintained after the ANA funding period ends, and identify a three-year post-project target figure.

To track the impact indicator(s), ANA requires applications to include:

**Pre-Grant Status:** This is the baseline measurement at the start of project implementation, and should typically match the problem statement provided in the Need for Assistance. For example, if a community has no children who speak or understand the native language, and the primary purpose of the project is to teach the native language to tribal youth, the pre-grant status would be zero tribal youth who possess beginner-level fluency in the native language.

**End-of-Grant Target:** The end-of-grant target is the anticipated data point at the end of the project period. This target represents the extent to which the applicant expects to have changed the problem condition by the end of the ANA grant. Using the example above, if the applicant intends to teach 15 children to speak and understand the language at a beginner-level by the end of the project, the end-of-grant target would be 15 tribal youth who possess beginner-level fluency in the native language.

**Three-Year Target (Post Project):** The three year target is the anticipated data point for three years after the grant funding has ended. This target represents the anticipated sustainability of impact. For example, if the project above is for a three year project period, then the post-award three year target would be six years from when the project began. Using the same example, the community that wants to teach the language to an additional 15 children would have a target of 30 tribal youth who possess beginner-level fluency in the native language three years after the ANA funding ends.

Information regarding impact indicators can be conveyed in a variety of ways, but applicants must always identify pre-grant status, end-of-grant target, and three-year target measurements. Many applicants find the following template (which utilizes the example above) to be a useful tool for communicating this information:

Impact Indicator	Pre-Grant Status	End-of-Grant Target	Three-Year Target (Post Project)
Number of tribal youth with beginner-fluency level in native language	0	15	30

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

## **Project Strategy**

### *Planning and Implementation*

Describe the implementation strategy for the proposed project. Explain how and why the proposed approach was selected. Describe how all specific tasks will be accomplished for each activity, i.e. how project participants will be selected, how many hours classes will be taught, what facilities will be used, or what the process is for revising or adapting curricula or resources. This narrative should align with the Objective Work Plan and allow the reviewer to clearly conceptualize how the project will be accomplished. Justify the timeline for completing activities, objectives, and the overall project, as appropriate.

Describe how implementation will lead to the targeted outcomes and address the identified problem statement.

Describe the planning steps that have been taken to ensure the necessary resources (staff, community support, partnerships, and materials) are available to implement the project's activities. For example, if the proposed project requires training resources for the project, identify the curriculum that will be used and why it is the most appropriate for the project's strategy. Provide information about facilities or other resources that the tribe or organization will use to successfully carry out the project activities. If infrastructure and capacity needs to be enhanced, explain how this will be overcome, either through partnerships, leveraged resources, etc.

Include narrative to support the applicant's ability to monitor project progress and respond to challenges in order to ensure successful completion of objectives.

Identify how the proposed approach will create project self-sufficiency and help to ensure that the impact and benefits of the project will continue after the grant has ended.

Describe the applicant's ability to administer the project strategy. Identify how the proposed staff will be able to successfully implement project activities and accomplish the project objectives. Include information demonstrating that staff members have the subject matter expertise necessary to implement project activities. If new staff members are to be hired, include information on the organization's plans for the recruitment and hiring process.

### *Community Involvement during Project Implementation*

Include information describing the role that community members will play in the overall implementation of the project. Describe how community support for the project will be built and maintained. Identify the strategy for building community awareness of the project and how community members will be kept informed of progress and outcomes.

### *Contingency Planning*

Include a discussion of contingency planning efforts. Contingency planning involves identifying a set of specific actions to address possible challenges that may arise throughout the project period and to reduce anticipated negative impacts on the project's success if such challenges arise.

Identify any significant risks and assumptions that may hinder achievement of the project's objectives. Challenges can arise during project implementation because of assumptions made during the planning process, so it is important to develop contingency plans that identify viable alternate actions that will allow the project to continue in the event that challenges are encountered. Contingency plans should include more than a statement advising that no challenges are anticipated.

### *Partnerships and Leveraged Resources*

Identify how leveraged resources, partnerships, and if applicable, efforts to achieve interoperability will contribute to the implementation of the project. Describe how partnerships will be developed, maintained and used to support the project. Include an explanation of how internal and external resources will be leveraged to enhance the applicant's ability to implement the project.

### *Objective Work Plan*

The OWP is an OMB-approved form required by ANA for applicants to identify the project goal, objectives, activities, and results and benefits. It represents the plan for achieving the project objectives and is provided to assist applicants with

identifying the outcomes expected. One OWP form should be completed for each objective per budget period. To access the form on Grants.gov, please go to the following link: [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp). For instruction on filling out the form, please go to the following link: <http://www.acf.hhs.gov/programs/ana/resource/objective-work-plan>.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

### **Additional Eligibility Documentation**

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

### **Required Governing Body Documentation**

All applicants must submit documentation, such as a Board Resolution, demonstrating that the governing body of the organization approves the application's submission to ANA for the current grant competition period. In addition, if the applicant is a tribally-authorized component or division, the applicant must also include a Resolution demonstrating that the governing body of the tribe approves the application's submission to ANA for the current competition period. All Resolutions must be signed and dated by an official of the governing body. In lieu of a Resolution, meeting minutes from the governing body and/or a letter from the current tribal leader may be acceptable forms of documentation if that is more appropriate to that tribal government structure. This documentation should be included with the application's submission to ANA. Project funds will not be awarded without ANA's receipt of signed and dated documentation prior to the start of the project period. Refer to *Section I, Section I, Administrative Policies* for more information.

### **Board Documentation** (*this applies only to applicants that are not tribes or Native Alaska villages*).

Organizations applying for funding must show that a majority of board members are representative of the community to be served. Non-profit organizations are required to submit documentation that identifies each board member by name and indicates his/her affiliation or relationship to at least one of ANA's four categories of community representation, which include: (1) members of federally or state recognized tribes; (2) persons eligible to be a participant in, or beneficiary of, the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with that community; or (4) persons considered to be Native American as defined in 45 C.F.R. § 1336.10 and Native American Pacific Islanders as defined in the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. Refer to *Section III.3 Other, Application Disqualification Factors* for more information.

## **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

## **Business Plan**

When federal grant funds will be used to support a business operation, provide a business plan. The business plan shall include:

- An executive summary
- A description of the industry
- A description of the product to be produced, sold, or marketed
- Market research
- A marketing plan
- An operational plan
- An assessment of risks and assumptions
- Financial statements (if already in operation)
- Projected operational costs

## **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

## **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

## **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

## **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

## The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. The line-item budget detail and the budget narrative must be submitted as a single Budget Justification application component.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Grantees will be required to attend Post Award Training during the first year of their ANA award, and to attend an annual ANA Grantee Meeting during each year of their ANA award.

For Post Award Training, applicants should include \$2,500 in the budget under Travel to attend this training. This is a mandatory training in the first budget period for the project director and financial administrator to attend from each grantee organization. Post Award Training is normally two days long and is conducted regionally.

Applicants must include costs in the budget to attend ANA's annual Grantee Meeting. The ANA Grantee Meeting is normally three days and is typically held in the Washington, D.C. area. Costs are determined based on the location of the applicant. The rates are based on travel for two individuals that are directly working on the project to attend the meeting. Use the table below to determine the cost that should be included for two people to attend the ANA Grantee Meeting. These costs should be included in the budget under Travel for each project year.

Applicant's Regional Location	Cost per grantee to attend annual ANA Grantee Meeting
Eastern Region*	\$4,000
Western Region*	\$4,500
Alaska	\$5,500
Hawaii	\$6,000
American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands	\$8,500

\*To determine the region you are located in, please refer to the following link:  
<http://www.acf.hhs.gov/programs/ana/t-ta-regions-map>

## **General**

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## **Travel**

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

### **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

**Justification:** Provide computations, a narrative description and a justification for each cost under this category.

### **Indirect Charges**

**Description:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

**Justification:** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### **Program Income**

**Description:** The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

**Justification:** Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

### **Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

**Justification:** If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

**Note:** Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

## Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

### Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### Application Validation at [www.Grants.gov](http://www.Grants.gov)

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

### Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

**Exemption requests must be received by ACF no later than two weeks before the application due date**, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission*."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

## **IV.3. Submission Dates and Times**

Due Date for Applications: **06/06/2013**

**Due Date for Applications:**

06/06/2013

### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at:  
[http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

### **Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

### **Acknowledgement from ACF of receipt of a paper format application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

#### **IV.4. Intergovernmental Review of Federal Programs**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

In addition, the following costs and activities will be deemed unallowable under ANA awards:

- Activities in support of any foreseeable litigation against the United States Government that is unallowable under the Office of Management and Budget (OMB) Circulars A-87 and A-122.

- Activities that qualify as major renovations and alterations.

See *Section III.3. Other, Ineligible Projects* for a list of projects that are ineligible for funding under 45 C.F.R. 1336.33. See *Section I Section V.2. Review and Selection Process* for a list of projects that ANA will not fund.

#### **IV.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management - [HHS-2011-ACF-ANA-NA-0143]  
Aerospace Center - 370 L'Enfant Promenade, SW.  
6th Floor-East  
Washington, DC 20447

##### **Hand Delivery**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management - [HHS-2011-ACF-ANA-NA-0143]  
Aerospace Center - 901 D Street, SW.  
6th Floor-East  
Washington, DC 20024

##### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

## V. Application Review Information

### V.1. Criteria

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications should be prepared based on the instructions identified in *Section IV.2*, however, please note that panel reviewers will score applications using the evaluation criteria outlined in this section. Each criterion describes what an excellent application should contain and poses questions for the reviewers to consider when evaluating an application. Point values indicate the importance placed on each evaluation criterion. An excellent application typically receives a score between 93 and 100 points.

Funding is awarded based on availability of funds and in part by the rank order of applications based on the scores assigned by panel reviewers. A separate ranking will be made for each funding level (I and II) according to the relative merit of all proposals reviewed within that funding level (refer to *Section II, Award Information* for details on funding levels). Objective review scores and rankings are not binding; they are one element ANA takes into consideration in the review and selection process (see *Section V.2. Review and Selection Process*). Thus, an application that scores in the excellent range is not guaranteed funding.

#### Project Integration

**Maximum Points: 10**

To evaluate the Project Integration criterion, reviewers will consider the extent to which all the application criteria elements are aligned, i.e. how effectively the Objectives and Need for Assistance, Project Approach, Budget, and Outcomes Expected all complement one another. In other words, if the application's project description was a jigsaw puzzle, how well do the various puzzle pieces fit together? This criterion does not measure any element of the application in isolation; it is to assess how well all the components of the application relate to each other to form a cohesive, carefully planned project.

*An excellent application will clearly demonstrate logical connections between the Objectives and Need for Assistance, Project Approach, Budget and Budget Justification, and Outcomes Expected.*

**To evaluate this section, reviewers will consider the following:**

- Are there any significant incongruencies between any sections of the application that would need to be resolved prior to effective project implementation?
- How effectively will completion of the project's objectives yield the Outcomes Expected and accomplishment of the project goal?
- To what extent has the applicant demonstrated that achievement of the Outcomes Expected will lead to an improvement in the problem statement identified in the Need for Assistance?
- To what extent has the applicant clearly described a logical approach with a realistic time frame and identified the necessary resources to address the problem statement and achieve the project objectives?
- How closely do the budget expenditures correlate with the objectives and activities proposed in the Project Strategy?

#### Objectives and Need for Assistance

**Maximum Points: 10**

To evaluate the Objectives and Need for Assistance, reviewers will consider the extent to which the application details the problem statement, the community to be served and the target beneficiaries, the significance of the problem to the community, community involvement in project development, and project objectives.

*An excellent application will include a concise problem statement to be addressed by the proposed project and S.M.A.R.T. objectives. An excellent application will clearly describe the target beneficiaries, demonstrate that the problem statement is of significance to the target beneficiaries and demonstrate community involvement in the identification of the need for the proposed project.*

**To evaluate the problem statement, reviewers will consider the following:**

- How well does the problem statement identify one specific condition that can feasibly be addressed by the project?
- Does the problem statement include a description of current challenges standing in the way of addressing the problem or condition?

***To evaluate connection to the community, reviewers will consider the following:***

- To what extent has the applicant described the community being served and identified the target beneficiaries of the project?
- To what extent has the applicant demonstrated that the problem identified is current and of significance to the community being served?
- To what extent was the community involved in development of the project?

***To evaluate project objectives, reviewers will consider the extent to which they are Specific, Measurable, Achievable, Relevant, and Time-bound (S.M.A.R.T), specifically:***

- Do the objectives specifically identify who will be involved and what will be achieved?
- Are the objectives measurable?
- To what extent are the objectives achievable and realistic?
- Are the objectives directly relevant to the problem statement, project goal, and long-term goals of the applicant tribe or organization?
- Do the objectives reflect the time period necessary to accomplish the project?

## **Outcomes Expected**

**Maximum Points: 20**

To evaluate Outcomes Expected, reviewers will consider the extent to which the application describes the project goal, results, benefits, and impact indicator(s). While the project goal and the results and benefits are also listed in the OWP, reviewers will evaluate them under this criterion.

*An excellent application will clearly describe the project goal, identify the results and benefits that will be achieved, and explain how progress towards achieving the results and benefits will be monitored. An excellent application will also include at least one impact indicator with three data points that will be used to measure a change in the community condition reflected in the problem statement.*

***To evaluate the project goal, reviewers will consider the following:***

- To what extent did the applicant articulate and define the project's goal?
- Does the project goal relate to the community's larger goals?
- To what extent does the project goal align with the proposed impact indicator?
- Will achievement of the project goal lead to the benefits that will be derived from the project?

***To evaluate the Results and Benefits, reviewers will consider the following:***

- To what extent do the results describe what will be accomplished?
- To what extent does the applicant describe the benefits that will be derived from the project?
- Has the applicant identified criteria to effectively monitor and evaluate progress towards accomplishing results and benefits; and how effective are these monitoring tools for assessing overall project progress?

***To evaluate the Impact Indicator, reviewers will consider the following:***

- Has the applicant clearly articulated and identified at least one impact indicator?
- Will the impact indicator adequately measure the change in the condition identified in the problem statement?
- Has the applicant identified relevant baseline data? If so, was the baseline information determined through accurate or verifiable methods, i.e. surveys, census data, etc.? If baseline data are not identified, will a baseline measure be established as an initial project activity?
- Did the applicant present an end of project target and a three-year post-project target that are realistic and relevant?

## **Project Approach**

**Maximum Points: 50**

To evaluate the Project Approach, reviewers will consider how clearly the application details the Project Strategy and OWP, as described below.

*An excellent application will provide a clear understanding of the who, what, why, when, where, and how the project will be implemented in order to achieve objectives, goals, results and benefits. The Project Strategy will explain the details of project implementation and the OWP will provide the specific steps that will lead to successful project completion.*

### **Project Strategy: (30 Points)**

To evaluate the Project Strategy, reviewers will consider the applicant's plan to implement the project and the inclusion of community involvement during implementation. In addition, partnerships and leveraged resources will be evaluated as to their contribution of effective support within the overall strategy of project implementation and its sustainability; however the target numbers will not be evaluated or scored. Reviewers will also consider the applicant's capacity to administer the

project and the extent to which the application describes viable contingency and sustainability planning.

*An excellent application will: provide details explaining how activities will be implemented and how these activities will lead to accomplishment of objectives; indicate planning and readiness to conduct the proposed project; and address project assumptions with viable contingency plans. An excellent application will also demonstrate the organization's capacity to implement the project, include community involvement and methods to ensure community awareness during implementation, and where appropriate, describe how partnerships and leveraged resources will support project achievements. In addition, excellent applications will provide a plan to ensure sustainability of the project's impact.*

**To evaluate Project Strategy, reviewers will consider the following:**

#### **Planning and Implementation**

- To what extent has the applicant demonstrated they have done the planning needed to successfully implement the proposed project?
- If funded, will the applicant have all the resources necessary to implement the project? If not, has the applicant provided sufficient plans for how the needed resources will be leveraged?
- Has the applicant provided sufficient details about how activities will be completed, i.e. how will project participants be selected, how many hours will classes be taught, what is the process for revising or adapting curricula or other resources, etc.?

#### **Community Involvement**

- Has the applicant demonstrated a relationship with the community and/or the ability to maintain community support and participation during project implementation?
- To what extent has the applicant planned for community participation in the project's implementation?
- Has the applicant included specific outreach activities for building community awareness of the project and keeping community members informed of progress and outcomes?

#### **Partnerships and Leveraged Resources**

- How well does the applicant describe how partnerships will be developed, maintained, and utilized to support the project?
- Has the applicant articulated how internal and external resources will be leveraged to enhance the applicant's ability to implement the project? (Please note that contributions above the 20 percent match requirement are not required for this grant.)

#### **Contingency Planning**

- Has the applicant identified significant project risks, assumptions, and challenges that would hinder project progress if not addressed with a specific contingency plan?
- Does the contingency plan present viable alternate actions that will allow the project to maintain progress in the event that these challenges are encountered?

#### **Organizational Capacity**

- Are there sufficient details demonstrating that the applicant has the necessary capacity and resources to implement the project, monitor project progress, and respond to challenges in order to ensure successful completion of objectives?
- Has the applicant fully identified a project staffing plan which includes staff responsibilities and qualifications for project personnel, and are those qualifications sufficient to complete project responsibilities, i.e. required licensing, professional experience, subject matter expertise, etc.? If new hires are required, has the applicant detailed a realistic plan for hiring?
- If the project includes working with children, has the applicant demonstrated that key personnel have, or will have, sufficient training and experience working with youth? Are safeguards in place to protect the safety and wellness of the children?
- If the project includes partners or consultants, has the applicant demonstrated that the partners or consultants have the expertise necessary to implement assigned project tasks?
- Has the applicant included an adequate plan for oversight of grant funds clearly describing how oversight of federal funds will be properly ensured, including identification of staff who will be responsible for maintaining oversight of program reporting, activities, staff and partners?

#### **Sustainability**

- To what extent has the applicant described how project outcomes will be sustained?
- If applicable, does the Project Strategy include activities or efforts to ensure programmatic sustainability?
- If applicable, to what degree has the applicant indicated how they will ensure they have the necessary resources (community support, partnerships, staffing, etc.) to sustain the project?

## Objective Work Plan: (20 Points)

To evaluate the OWP, reviewers will consider the extent to which the completed form will serve as an effective blueprint for project implementation.

*An excellent OWP will effectively detail the step-by-step of how, when, and by whom the project objectives will be achieved, and serves as a stand-alone document to communicate the project goal, objectives, implementation plan, and anticipated results and benefits.*

**To evaluate the OWP, reviewers will consider the following:**

- Does the OWP include all key activities needed to accomplish project objectives?
- Do all activities on the OWP align with the Project Strategy and relate to the scope of the project?
- Do start and end dates indicate sufficient time to complete each activity and objective?
- To what extent does the OWP execute the project's overall strategy and serve as a guide for project implementation, i.e. detailing the step-by--step of how, when, and by whom the project objectives will be achieved?

## Budget and Budget Justification

**Maximum Points: 10**

To evaluate the Budget and Budget Justification, reviewers will consider the line-item budget and budget justification for the requested federal funds and the applicant's required non-federal contribution. Geographical locations should be considered when determining a budget's reasonableness and cost factors; however reviewers should not penalize an applicant based on their geographic location.

*An excellent application will: demonstrate a strong relationship between the Project Approach and the proposed budget; show all costs associated with the successful accomplishment of the project objectives for each budget period; and demonstrate cost effectiveness and efficient use of ANA's limited funding.*

**To evaluate the line-item budget, reviewers will consider the following:**

- To what extent did the applicant adequately describe an annual spending plan for each year of the proposed project?
- To what extent did the applicant identify all funds (federal and non-federal) necessary to implement the Project Approach? For example, if key personnel need to be hired and the hiring process is two months, then the costs will be calculated based on the salary for 10 months rather than 12 months.
- To what extent did the applicant include a budget that was logical, understandable, and comprehensive?

**To evaluate the budget justification, reviewers will consider the following:**

- Has the applicant included cost calculations or vendor estimates to demonstrate how each line-item expenditure was derived?
- Do the explanations of each cost sufficiently show they are reasonable and programmatically justified in relation to the proposed activities and anticipated results?
- Is the applicant's non-federal contribution adequately documented?

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

### Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

## Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

ACF will take into consideration regional price disparities when reviewing budget requests.

### ***Initial ANA Screening***

Each application will be screened to determine whether the applicant has submitted governing body documentation as required by *Section III.3. Application Disqualification Factors*. Applications will also be screened to confirm applicants will not have more than one active award per CFDA number for an ANA program at any given time at the beginning of the new award funding date. Applications that do not meet these requirements will be deemed non-responsive and will be excluded from the competitive review process, and the applicant will be notified of such by mail within approximately 30 business days from the closing date of this funding opportunity announcement.

Applicants whose applications are excluded from competition because of a determination of ineligibility (see *Section III.1.*) may appeal the agency's decision. The appeals process is stated in 45 C.F.R. 1336.35.

### ***Competitive Review Process***

Applications not excluded from competition will be evaluated by a panel of independent reviewers (three per panel) in accordance with the evaluation criteria in *Section V.1*. Panels will evaluate applications that are similar in scale, as indicated by funding level.

### ***Application Consideration***

Funding decisions are based on the analysis and score by panel reviewers and an analysis by ANA staff to determine whether the proposed project is consistent with the purposes of NAPA, all relevant statutory and regulatory requirements, and this Funding Opportunity Announcement, including Administrative Policies (see *Section I. Funding Opportunity Description*). If applicable, grantee past performance, comments from state and federal agencies, and other interested parties having contract and grant performance-related information may be considered in this phase of the review process.

ANA will have discretion to utilize either the actual “raw” score or a normalized score in order to determine the ranking of applications after the panel reviewers have completed their evaluations. A normalized score is a statistical method that accounts for the variability and relative nature of individual reviewers’ scoring tendencies. Normalized scores are used to counteract any possible predisposition or scoring biases of individual reviewers and panels in order to make the outcome as fair as possible for all applications.

### ***ANA Internal Review of Applications***

Based on the ranked order of applications, ANA staff will perform an internal review and analysis of the most qualified applications in order to determine their consistency with the purpose of NAPA, all relevant statutory and regulatory requirements, and the requirements of this Funding Opportunity Announcement, including Administrative Policies. ANA’s Commissioner has discretion to make all final funding decisions.

In addition, ANA does not fund:

- Projects that allow any one community, or region, to receive a disproportionate share of the funds available for award.

- Projects that are essentially identical or similar in whole or in part to previously funded projects proposed by the same applicant or activities or projects proposed by a consortium that duplicate activities for which any consortium member also receives funding from ANA.

- Projects that provide couples or family counseling activities that are medically-based.

- Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, tribe, or village.

Projects that do not further the purpose of this funding opportunity or are unlikely to be successful based on the proposed project approach and implementation strategy.

Projects that would require funding on an indefinite or recurring basis or that do not have definitive goals and objectives that will be achieved by the end of the project period.

Projects that contain contingent activities that may impede, or indefinitely delay, the progress of the project.

Projects that seek to revive Native American languages that do not have any living speakers.

Projects that do not demonstrate that the proposed staff or organization has the required expertise, or organizational capacity, to fulfill the project approach or to achieve the stated objectives or outcomes of the application.

Projects with the potential to cause unintended harm or that could negatively impact the safety or privacy of individuals.

Projects that are not written specifically in response to an ANA FOA. These applications may have been submitted to another funding agency and are not tailored to ANA's goals as specified in an ANA FOA.

Projects that do not demonstrate a current need or recent community support for the proposed project.

Projects that may be used for the purpose of providing loan capital. Federal funds awarded under this FOA may not be used for the purpose of providing loan capital. This is not related to loan capital authorized under Sec. 803A of NAPA [42 U.S.C. 2991b-1(a)(1)] for the purpose of the Hawaiian Revolving Loan fund.

Grant awards are made based on the availability of appropriated funds, and may be awarded in amounts in excess or less than the amount requested or under such circumstances as may be deemed to be in the best interest of the federal government. Applicants may be required to reduce or modify the scope of projects based on the amount of approved award.

Applications requesting funds for ineligible projects, listed under *Section III.3. Other, Ineligible Projects*, *Section IV.5 Funding Restrictions*, and *Section V.2 Review and Selection Process*, will not be disqualified from competition, but will not be funded by ANA.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

#### **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

### **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

## VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

### Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

### Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Capacity Building Toolkits for Faith-based and Community Organizations](#).

### Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

### Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B -

Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at [Requirements for Drug-Free Workplace.](#)

## **Debarment and Suspension**

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>

## **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/e-reading-room>. As required under the FOIA, each of the top-ranked applications will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

## **Other Administrative and National Policy Requirements**

ANA manages the discretionary grant program in accordance with 45 C.F.R. 1336 - Native American Programs, which can be found at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr:sid=22367671395357d0a5bfe1c9fe1004ee:rgn=div5;view=text;node=45%3A4.1.2.4.14;idno=45;cc=ecfr#45.4.1.2.4.14.3.1.1>

## **VI.3. Reporting**

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

### **Performance Progress Reports (PPR)**

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

### **Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

<b>For budget periods ending in the months of:</b>	<b>The FFR (SF-425) is due to ACF on:</b>
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Quarterly
Financial Reports:	Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at [https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants](https://www.acf.hhs.gov/grants/discretionary-competitive-grants).

ANA grantees are required to report project progress using the Objective Progress Report (OPR) (OMB No. 0980-0204, expiration date 08/31/2015) on the GrantSolutions system and report financial information using the SF-425 form. For additional information on reporting requirements and due dates, please refer to the following website: <http://www.acf.hhs.gov/programs/ana/resource/reporting-requirements>.

ANA reviews grantee quarterly and annual reports to determine whether the grantee is meeting its goal and objectives and completing activities identified in the Objective Work Plan (OWP). Prior to funding the second or third year of a multi-year grant, ANA requires verification from the grantee that objectives and outcomes proposed in the preceding year were accomplished.

## **VII. Agency Contacts**

### **Program Office Contact**

Sarah Schappert  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Administration for Native Americans  
Aerospace Center - 370 L'Enfant Promenade, SW.  
2nd Floor - West  
Washington, DC 20447  
Phone: (877) 922-9262  
Email: [anacomments@acf.hhs.gov](mailto:anacomments@acf.hhs.gov)  
URL: <http://www.acf.hhs.gov/programs/ana/>

### **Office of Grants Management Contact**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
Aerospace Center - 370 L'Enfant Promenade, SW.  
6th Floor - East  
Washington, DC 20447  
Phone: (202) 401-4855  
Email: [tim.chappelle@acf.hhs.gov](mailto:tim.chappelle@acf.hhs.gov)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **VIII. Other Information**

## Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet [http:// www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) on the Internet [http:// www.acf.hhs.gov/](http://www.acf.hhs.gov/).

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov).

United States Code (U.S.C.) [http:// www.gpoaccess.gov /uscode/](http://www.gpoaccess.gov/uscode/) .

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

Grants.gov Forms Repository webpage at [http://www.grants.gov /agencies / aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SF) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at

[http:// www. whitehouse.gov /omb /grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http:// www07.grants.gov /aboutgrants / accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp).

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov)

[http:// www.grants.gov / applicants /email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

Administration for Native Americans (ANA) on the Internet: <http://www.acf.hhs.gov/programs/ana>

ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. Technical assistance providers may also be contacted within an applicant's region to answer questions:

<http://www.acf.hhs.gov/programs/ana/assistance>

Project development training materials can be found at:

<http://www.acf.hhs.gov/programs/ana/resource/project-planning-and-development-participant-manual>

Pre-application training materials can be found at:

<http://www.acf.hhs.gov/programs/ana/resource/pre-application-training-manual>

## Application Checklist

Applicants should use the checklist below as a guide when preparing the application package. As stated in *Section IV.2. Formatting ACF Applications*, all applicants are required to submit their application within two files.

All forms, certifications, assurances, and OMB approved forms are not included in the two files and are uploaded directly to the Grants.gov application package. These required application elements are identified at the beginning of the checklist.

The additional application elements identified in the checklist are ordered based on the preferred order of application assembly as stated below and also referenced in *Section IV.2. Formatting ACF Applications*.

Project Description Narrative (File 1):

- Table of Contents
- Project Narrative (Objectives and Need for Assistance, Outcomes Expected, and Project Approach, including the Sustainability Plan, Geographic Location, Organizational Capacity, and the Plan for Oversight of Federal Award Funds)
- Budget and Budget Justification, including travel to required ANA trainings and meetings

Appendices (File 2):

- Required Governing Body Documentation

- Board Documentation, if applicable
- Proof of Non-profit Status, if applicable
- Commitment of Non-federal resources
- Job Descriptions
- Resumes
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third Party Agreements, if applicable
- Business Plan\*, if applicable
- Other attachments if necessary

What to Submit	Where Found	When to Submit
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration..	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb.com/ webform</a> . To register at SAM, go to <a href="http:// www.sam. gov">http:// www.sam. gov</a> .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/ grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/ agencies/ aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov /grants-forms</a> .  For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional Documents."  These forms are <b>required</b> for applications under this FOA: <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Certification Regarding Lobbying	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http:// www.acf.hhs.gov /grants-forms</a>.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov /grants-forms</a>.</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If applicable, submission of this form is applicable, and due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
Maintenance of Effort (MOE) Certification	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https:// www.acf. hhs. gov/ grants-forms</a>.</p> <p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in <i>Section IV.2</i>. The survey may be found at <a href="https://www.acf.hhs.gov/grants-forms">https://www.acf.hhs.gov /grants-forms</a>.</p> <p>The survey will not count in the page limitations.</p>	<p><b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>

Certification of Filing and Payment of Federal Taxes	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> .	If applicable to the applicant, it must be submitted prior to the award of a grant.
Project Abstract Form(OMB Control Number 0980-0204)	Referenced in Sections IV.2 of this announcement and found at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Objective Work Plan (OMB Control Number 0980-0204)	Referenced in <i>Sections IV.2 and V.1</i> of this announcement and found at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Geographic Location	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3 Section IV.3</i> .
Organizational Capacity	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3 Section IV.3</i> .
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3 Section IV.3</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Required Governing Body Documentation	Referenced in <i>Section I</i> of the announcement.	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Board Documentation	Referenced in <i>Section III.3</i> of the announcement.	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> .
Job Descriptions	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Resumes	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.

Business Plan	Referenced in <i>Section IV.2. The Project Description</i> .	If applicable, submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Other Attachments	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3 Section IV.3</i> .